sassi

Business transparency in real time

SASSI User manual for

Site Allocated Managers

Version 4, 2014

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1.   HOME

1.1   Contact SASSI

SASSI WEB PTY LTD
ABN: 31 045 920 754

A   Suite 11/37 Nicholson Street
         Balmain East NSW 2041
T   02 8662 9400
F   02 8662 9462
E   sassisupport@sassiweb.com.au

1.2   Login to SASSI

To access the SASSI systems go to the following URL:

http://sassi.audit.net.au/

The screen below will be displayed. Login by:

1. Entering your username
2. Entering your password.

3.   Select the [LOGIN] Login button or press enter to proceed with login.

2. TASKS PERFORMED ON A DAILY BASIS

2.1 Review SWMS/Permits

Use this option to review and accept SWMS selected by a contractor when they arrived on the site and to approve permits for high risk work.

To access selected SWMS:

∗ Select: Workers> Review SWMS/Permits

∗ A list of SWMS and Permits that have been selected for use will be displayed.

∗ To review a selected SWMS or Permit application, select the hyperlink under the Status column.

To approve a SWMS or Permit:

• Once a SWMS or Permit has been selected you can then review, accept or reject it.

• If you reject a SWMS or Permit application, you are required to give a reason why you are rejecting it. This can be done by choosing a predefined reason from the drop down list or alternatively selecting Other and then entering your own reason.

2.2 Pre-accept Contractors' SWMS

You can review and accept contractors' SWMS if they submit them prior to them coming to site. If you do that, and they accept one of these pre-accepted SWMS you will not be asked to approve it when they sign in. However, if they select a high risk, such as "Confined spaces" you will still be asked to approve their permit.

To access Pre-accept contractor SWMS:

* Select: Workers> Pre-accept contractor SWMS

* A list of SWMS to be reviewed will be displayed.

* To review a SWMS, select the hyperlink under the Work Process column.

* You can then either, Accept, Reject or Escalate the SWMS. If you select Escalate a nominated person with your company will be advised that this SWMS needs to be reviewed.

* If a SWMS has already been Accepted, but you want to revoke your acceptance of the SWMS, click on Review. The SWMS can then be Accepted, Rejected or Escalated.

2.3   See a list of workers on site

You can review workers currently on site, displaying company details; building location; worker details; visit/time details and Safe Work Method Statements.

2.4   Review incidents/ hazards reported by contractors on sign-out

You can generate a report of any Hazards or Risks and Near Misses or Injuries that have been reported by workers at your site.

2.5   Get support with the SASSI system

You can get the following support information and resources:

- Contact details for SASSI support

- User manuals

- Frequently asked questions

- Help videos

3. TASKS PERFORMED OCCASIONALLY

3.1 Upload SWMS and permits on behalf of a contractor

WORKERS > Manage SWMS>Create/edit SWMS

The following screen will appear.

Add Generic SWMS

Please enter a Description for this SWMS:

Test SWMS for plumbing at 37 Nicholson Street

> Enter a description for the work.

Please select all applicable Clients where you wish to use this SWMS:

☑ SASSI Web Pty Ltd

SWMS Type:

○ Text ● PDF

> Select the client. In this case this will be your company.

Please note: The "SWMS Type" is site specific. You will need to confirm with Site management to ensure that you upload the correct format for their site.

SASSI Web Pty Ltd accepts PDF or Text SWMS

> Select the format for the SWMS.

Do you want to add this SWMS?

[Add] [Cancel]

> Click Add

Create/edit SWMS

Allow SWMS to be used for:

This SWMS is currently linked to the below clients. If the client is not applicable to this SWMS then select a client and then click Remove

SASSI Web Pty Ltd

This SWMS is not linked to the below clients. You can link this SWMS to these clients by selecting 1 or more clients and then click on Add

[+ Add]

Work Process: Test SWMS for plumbing at 37 Nicholson Street

[Save]

Browse for file: ● SampleSWMS.pdf × Remove

> Browse for the SWMS PDF document and upload it.

Note: The set of characters below are not allowed in the file name.
~ ` ! @ # $ % ^ & * + = / \ , < > ? ' : ; { } "
You will not be able to upload any files larger than 5MB.

[Upload]

> Select the site and click add to approve the SWMS for use at the site.

Select Properties to be linked to:

This SWMS is currently linked to the below properties. If the property is not applicable to this SWMS then select a property and then click Remove

37 Nicholson St BALMAIN NSW 2041

This SWMS is not linked to the below properties. You can link this SWMS to these properties by selecting 1 or more properties and then click on Add

37 Nicholson St BALMAIN NSW 2041

[+ Add]

[← Back]

3.2 Upload SWMS and permits for after-hours use.

WORKERS > Manage SWMS>Create/edit SWMS

Within this option you can upload SWMS and Permits on behalf of a contractor and approve them for after-hours work. There is a window after-hours in which the contractor can select these SWMS and they will be automatically accepted without need for you to approval them.

Create/edit SWMS

Contractor: SASSI Test Plumbing Company [▼]

[➕ Add]

Search

Work Process: [_____]

☐ Show Obsolete

[🔍 Search SWMS]

Work Process	Created Date	SWMS Status	
Sample PDF SWMS [PDF]	12/10/2012 11:08:45 AM	[View]	
Test PDF [PDF]	7/12/2010 12:19:05 PM	[View]	
Test SWMS for plumbing at 37 Nicholson Street [PDF]	10/06/2014 4:43:54 PM	[View]	

Rejected SWMS

Add/View status of SWMS/Permits submitted for after hours work

Click the link **Add/View status of SWMS/Permits submitted for after-hours work**

The following page will appear.

Submit SWMS/Permit for after hours work

Click the + sign to create a new

+ Add new record						⟳ Refresh
Client	**Property**	**Date**	**Work Process**	**Status**		
No previous submissions still in date.						

If there are any current submissions for work after hours they will also appear here.

When the **+ Add new record** button is clicked the following page will appear.

Submit SWMS/Permit for after hours work

Enter the details and click **Insert**

+ Add new record						⟳ Refresh
Client	**Property**	**Date**	**Work Process**	**Status**		
SASSI Web Pty Ltd [▼]	37 Nicholson St BALMAIN NSW 2041 [▼]	15/06/2014 8:00 AM 🔳 ⏰	Test plumbing job. ✕			Insert Cancel
No previous submissions still in date.						

Enter the relevant details and click **Insert**.

The page below will be displayed. You then ned to click

Submit SWMS/Permit for after hours work

1. Click **Add SWMS**

8. Final step click **Submit**.

Refresh

Client	Property	Date	Work Process	Status		
SASSI Web Pty Ltd	37 Nicholson St BALMAIN NSW 2041	15/06/2014 8:00:00 AM	Test plumbing job.	Created Add SWMS Attach Permits Submit	Edit	Delete

2. Select the SWMS to be used.

3. Click **Attach Permits**

The SWMS below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the SWMS then click Remove

From the list below, please select the SWMS that will be used for this submission of SWMS/Permits for After-hours work, then click Add

Test plumbing work at 37 Nicholson Street

➕ Add

❌ Remove

Test SWMS for plumbing at 37 Nicholson Street
Test plumbing work at 37 Nicholson Street
Test Plumbing SWMS for SASSI Web
Test text based plumbing SWMS for Investa

The Special Risks below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the Special Risk then click Remove

From the list below, please select the Special Risks for which you have permits uploaded, that will be used for this submission of SWMS/Permits for After-hours work, then click Add

Confined Space entry

➕ Add

❌ Remove

Hot Works
Working at Heights / Roof Access
Fire Isolation
Confined Space entry

4. Select the special risks to which the permits apply and click **+ Add**

5. Enter a description for the permit.

Please add permits below:

Description: Confined space permit

Browse for file: [ ]   Browse

6. Browse for the permit

Note: The set of characters below are not allowed in the file name.
~ `! @ # $ % ^ & * + = / \ , < > ? ' :: { } "
You will not be able to upload any files larger than 5MB.

Upload

7. Upload the permit.

Permits uploaded for this SWMS:
☐ Show Archived

File	Description	Size	Created Date	Date Uploaded	Uploaded By	Archive
📄 Sample Confined Space Permit.pdf	Confined space permit	86KB	11/06/2014 10:18:57 AM	11/06/2014 10:18:59 AM	Brian Dolan	❌ Archive

➕ Add new record

Refresh

Client	Property	Date	Work Process	Status		
SASSI Web Pty Ltd	37 Nicholson St BALMAIN NSW 2041	15/06/2014 8:00:00 AM	Test plumbing job.	Accepted by Brian Dolan on 11/06/2014 View SWMS View Permits	Edit	Delete

Once this is done, if the contractor comes after hours within the prescribed time range and selects the SWMS and special risks covered above, they can proceed without needing to have their SWMS or permits reviewed.

3.3 Change the on screen message at your SASSI kiosk
Admin > On Screen Message

Add or change an existing on screen message.

You are able to change your on screen message at any time e.g. "Please report to Security for any High Risk permits". This message will be displayed continuously looping on the kiosk. You are able to enter more than one message, which will be looped through and displayed at the kiosk. These Messages can be site specific or across the entire portfolio. Portfolio wide messages are displayed before the site specific messages.

1.   Select a Property from the drop-down list if applicable. The screen will refresh showing you current messages that have been entered. You can also use the active drop-down list to filter the messages further.

2.   Select the Active drop down to view or add an on screen message. Your messages can be assigned an active or inactive state. This function allows you to save multiple messages of which can be activated at any time.

- By choosing YES the on-screen message is activated.

- By choosing NO the on-screen message is hidden and deactivated, this can be activated at a later date.

- To add a new message select YES or NO from the Active menu, hover over the existing message until a pop up box appears. From this pop up box select Add, this will create a new message. Alternatively, you can edit/ delete your message from this drop down list.

* Once you have selected add a plus icon will be presented which allows you to create a new message.

* Once you have completed your message header + body tick the checkbox to activate your message and then , Header shows in bold.


3.4   Add or change the house rules at your site.

Admin > House Rules

This functionality enables you to change your House Rules at any time. These will show up during the sign in process as a refresher to your contractors for a predetermined amount of time before they have to acknowledge them again. These house rules can be site specific or across the entire portfolio.

To add house rules:

1. Select a Property from the drop-down list if applicable

2. If there are no previous rules entered, type the house rule into   the textbox, then click on the icon. If there are existing rules,   select Add from the hover menu.
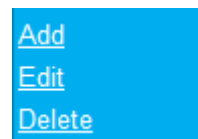
3.5   Manage Inductions

Workers > Inductions/ Training > Manage Inductions or Training

This functionality allows you to record external inductions into the system.

If a worker has been inducted externally to the SASSI system their induction needs to be recorded onto the system.

* Workers induction has to be recorded before they are able to login to a SASSI kiosk.

Navigation to this page:
* Select: Workers> Inductions/ Training> Manage Induction or Training.

1. Select Contractor
2. Select Worker
3. Select Induction type
4. Select Company, Property, Induction
5. Input dates manually

3.6   Add or change worker's details

3.6.1 Search workers

Workers>Search workers
This function is used to search for workers on the system and then to display their details.

3.6.2   Add new worker

Workers > Add New Worker

This functionality enables you to add new workers onto the system.
* Before adding new workers to the system please search for an existing user account by selecting: Workers>Search workers

∗ This step is required prior to adding a new worker. So that duplicates are not created

∗ Here you can view the following workers details; Workers Details, Worker Services, Roles, properties, Permits & Licences and Next of Kin

The User Details tab can be used to add or edit new or existing workers.

User Details tab
   ∗   The User Details tab contains the basic contact and identification details of the worker.
   ∗   You can update the details using this form.
   ∗   Mandatory fields are in grey background text boxes.
   ∗   You should also select the services that the worker will be providing.
   ∗   The services that can be selected come from the list of services that their company provides.
   ∗   Save the worker's details by selecting the save [icon] icon or Add if creating.

3.7   View contractors' Safe Work Method Statements (SWMS)

Workers > Manage SWMS

3.7.1   Search submitted SWMS

Workers > Manage SWMS > Search SWMS

This functionality enables you to search submitted SWMS.

∗   You can search for the SWMS based on a Submitted SWMS Number, date range, property, contractor and worker.

∗   This will display a list of the SWMS that have been previously submitted.

∗   You can view a selected SWMS by hovering over a selected row and clicking on View SWMS, if it is a text based SWMS, or click in the document name, if it is a PDF SWMS.

3.7.2   Print generic SWMS

Workers > Manage SWMS > Print Generic SWMS

This functionality enables you to display and then print a copy of a contractor's generic SWMS.

∗   You can select the SWMS by contractor and then the name of the SWMS in drop down lists.

∗   Once you have found the selected SWMS you want to print, select View Report.

3.8 Change your own details.

3.8.1   Contact details

Workers > My Details > Contact details

This functionality enables you to update your details.

* Select: Workers > My Details > Contact details
* Update your email address, mobile phone number and fixed phone number.
* By selecting the Submit button information is updated on the SASSI database.

3.8.2 Change password

Workers > My Details > Change Password

This functionality enables you to change your password.

1. To change your passwords enter your current password in the first text field followed by your new password in the next two text fields.

2. The coloured bar will indicate the password strength, your password must contain eight characters varying with characters, numbers and upper case characters.

3. When the password is strong, enough you can select the Submit button to update the SASSI database.

3.9 Test the SASSI printer.

Accessed from SASSI kiosk only

This functionality enables you to test whether the SASSI printer is working correctly. It will produce a sticker for a test worker at the printer using test contractor details displayed in the correct format.

This function is only accessible by a person with the SAM role, at the SASSI kiosk installed on site.

To do this you must login to the kiosk by:

∗ Confirming who your works are for.

∗ Logging on to the SASSI kiosk by entering your username and password.

∗ Selecting Print Test Sticker button.

∗ Collecting the sticker from the printer.
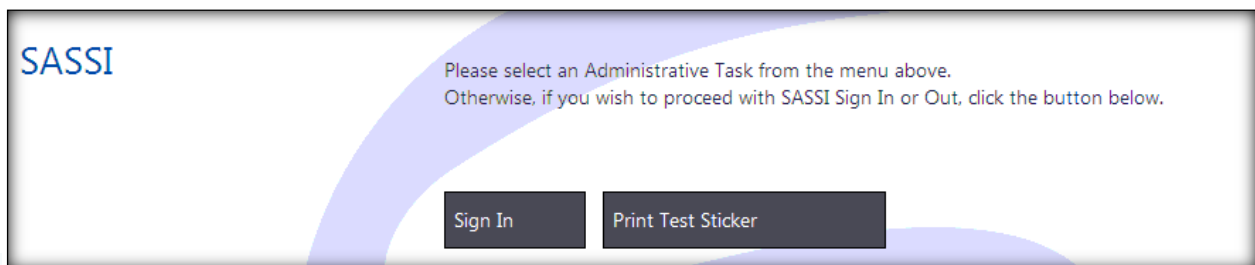
4. GATHER INFORMATION ABOUT ACTIVITIES ON YOUR SITE

4.1 Attendance at your site for given time period

This functionality enables you to generate a variety of reports.
The following reports are available.

∗ Attendance
∗ Attendance summary
∗ Attendance by company
∗ Contractor attendance
∗ Attendance by reason for visit

Attendance

Reports > Attendance> Attendance

This provides detailed information about all the visits made by workers to your site for a given time period. E.g. Over the past month. The information includes the type of work conducted, the sign-in/ sign-out details and the number of hours on site.

You can select it for:

* One or all properties.
* One or all tenants or base building only, if applicable
* One or all site locations, if applicable
* Any time period, based on the sign in date.
* One or all service disciplines.

Once these have been selected, click the "View Report" button. You will then see a sample of the report, which can then be exported to a variety of formats including Excel and PDF.

Attendance Summaries

Reports > Attendance> Attendance Summaries

Using this report you can obtain summarised information about the hours or number of visits at your site. You can choose to summarise the information by Contractors, Disciplines, Month, Risk Tasks, Services, Sign-in Day or by Workers.

Attendance by Company

Reports > Attendance> Attendance by Company

This report gives you the number of hours on sites and number of visits for selected contractors over a selected period.

5.   FREQUENTLY ASKED QUESTIONS

Q. Why can't I sign in onto site?

A. Check you have entered a valid username and password.

A. Your password is case sensitive.

A. You will need to complete any related inductions for a particular site before signing in. (generic and site specific).

A. You or your company may not have been assigned services to the site where you are signing into.

Q. How do I complete an Induction?

A. Go to Workers > Inductions/ Training

*Select **Worker on site induction**, then Select **Company then property if applicable** then select **Search.***

Q. How can I sign in at another property?

*A. Contact **SASSI Support** for additional building access on 02 8662 9400, or email to* sassisupport@sassiweb.com.au *or the clients SASSI Champion*

Q. How do I add a new worker?

A. Go to Workers > Add New Worker

Q. Where can I view the attendance report?

A. Go to Reports > Attendance